

INTERNAL USE ONLY

14 January 1969

**MEMORANDUM FOR THE RECORD**

**SUBJECT: Policy Regarding Responses to Requests for Briefings  
by Members of Congress**

1. In discussing today's request by Senator John Sherman Cooper's office for a briefing on Communist China, the Director offered the following guidelines for responses to such requests:

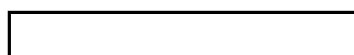
a. Recalling his discussion with Senator Russell on this matter last September, the Director reaffirmed that we should in virtually all cases respond favorably to requests for oral briefings.

b. Responses to requests for any written contribution should depend on the circumstances in each case. Normally we should comply with such requests if made by members of our own Subcommittees, but in the case of other congressional requests we should, especially if sensitive matters are involved, seek guidance from the chairmen of our respective subcommittees.

c. In general, the same rules apply to members of both the House and Senate. However, we should be careful not to encourage, or become overly committed, to individual briefings on the House side, especially in the case of some of the younger and more aggressive members, since this might be frowned upon by the chairmen of our House Subcommittees.

2. Later in the day, William Woodruff, of the Senate Appropriations Committee staff, was advised that we were briefing Senator Cooper on China in response to the Senator's request. Woodruff agreed that we should respond to requests from Senators in accordance with the guidelines set out in 1. a. and b. above.

STATINTL

  
Legislative Counsel

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